

## Job posting preview

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<b>Bulletin Number</b>	46795BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Beaches and Harbors
<b>Position Title</b>	CHIEF PROPERTY MANAGER, BEACHES AND HARBORS
<b>Exam Number</b>	I2063D
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	11/10/2014
<b>Filing End Date</b>	11/26/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$7738.55
<b>Salary Maximum</b>	\$10,149.00
<b>Benefits Information</b>	<b>Non-Represented Employees</b> • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
<b>Position/Program Information</b>	Has immediate responsibility for Marina del Rey property management, beach concessions, lease administration, audits, and lease renegotiation in the Asset Management and Planning Bureau of the Department of Beaches and Harbors. The one position allocable to this class reports to the chief of the Asset Management Division. This position is responsible for managing Marina del Rey leases, and directing the work of a staff engaged in Marina lease administration and property management. This position is a member of the County's Rent Renegotiation and Lease Extension Negotiation team which has ongoing responsibility for the resetting of percentage rental rates and liability insurance protection for revenue generating leases and writing the terms of administration for new or extended leases. The incumbent must possess a knowledge of real estate practices and principles, local and state laws and ordinances governing real estate and principles of financial and personnel management.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Plans, organizes, and directs the work of staff in the Property Management Section of the Asset Management Division.</li> <li>• Directs and supervises staff in the analysis of real estate information, developing recommendations for new policies and procedures relating to real property matters, revenue collection, lease compliance, and audits, as well as the enforcement of lease provisions including taxes and fees owed to other County agencies such as the Treasurer-Tax Collector.</li> <li>• Directs and oversees the analyses of proposals, studies, and pro formas by consultants, developers and financial institutions including the review of requests by lessees for approval of lease assignments, related uses approvals, marina land permit approvals and leasehold mortgage loan approvals.</li> <li>• Directs the study and evaluation of data collection involving Marina-wide statistics on boat slips and apartment vacancy rates and prices and prevailing outside rates.</li> <li>• Supervises the preparation of reports on these data to the Deputy Director and Director for presentation to the Small Craft Harbor Commission and/or the Board</li> </ul>

of Supervisors.

- Directs and supervises staff review of all lessee and sublessee gross receipts reports, timely update and maintenance of the Marina del Rey gross receipts data banks and the preparation of Data Manual Exhibits and Trend reports and other sources of Executive Information.
- Assists the Deputy Director in County Lease Extension Negotiations and renegotiations, providing backup data and rationale for alternative negotiating postures; prepares Memoranda of Understanding; coordinates with County Counsel and legal consultants in documenting agreed-to business terms in lease amendments.
- Represents Asset Management and Planning Bureau at Marina Design Control Board meetings and Regional Planning Traffic Study meetings pertaining to Marina Specific Plan, Local Coastal Plan (LCP), Local Implementation Plan (LIP) and other Marina development issues.
- Directs the development of criteria used for the selection of qualified contract auditors as well as for the selection of consultants in the areas of real estate analysis, and real estate finance, and directs staff in monitoring consultant performance to ensure compliance with contractual agreements.
- Directs and supervises staff in preparation of Board Letters and reports for the Deputy Director and the Director for presentation to the Small Craft Harbor Commission.

#### Requirements

#### **SELECTION REQUIREMENTS:**

Three year's experience in managing real property at the level of Principal Real Property Agent\*\*, administering groundleases for publicly owned land developed and improved by the private sector and negotiating or renegotiating with lessees, developers and/or their legal counsels -OR- four year's experience in selling, leasing or managing real property, two years of which must have been in negotiations on major projects with real property developers, lessees, lenders and their legal counsels.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Special Requirement Information

\*\*At the level of Principal Real Property Agent in the County of Los Angeles is defined as having responsibility for supervising a section engaged in a major real property function such as acquisition, relocation, management, leasing or concession management.

**Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Credit ***will not*** be given for out-of-class experience and no Verification of Experience Letters will be accepted.

#### Examination Content

This examination will consist two parts:

**Part I** - Structured Interview (SI) weighted at 70% that will assess: Professional/Technical Knowledge; Ability to supervise; Ability to lead; Ability to plan and coordinate; Ability to instruct; Knowledge of office computing; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships; Ability to continually learn; Judgment and decision making; Ability to problem solve; Integrity; Dependability; and Assertiveness.

Candidates must achieve a passing score of 70% or higher in order to participate in the second part of the examination.

**Part II** - An Appraisal of Promotability (AP) weighted at 30% that will assess: Ability to communicate effectively in writing; Knowledge of basic arithmetic; Ability to be creative; Ability to be self-motivated; Ability to be detail oriented; Adaptability/Flexibility;

	and Stress Tolerance.
	Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.
<b>Vacancy Information</b>	The resulting eligibility list will be used to fill vacancies at the County of Los Angeles, Department of Beaches and Harbors.
<b>Eligibility Information</b>	Successful candidates will be placed on an eligible list for a period of 12 months to fill any openings in the Department of Beaches and Harbors.
<b>Available Shift</b>	Day
<b>Job Opportunity Information</b>	<p><b>Restricted to permanent employees of Los Angeles County who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.</b></p> <p><b>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</b></p>
<b>Application and Filing Information</b>	<p>You <b><u>MUST</u></b> complete the filing process <b><u>ONLINE</u></b> (via electronic submission).</p> <p><b>APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.</b></p> <p>Instructions for Filing:</p> <p>APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS AS ATTACHMENT(S) AT THE TIME OF FILING OR WITHIN FIFTEEN (15) CALENDAR DAYS OF APPLICATION FILING. TO APPLY ONLINE, CLICK ON THE TAB ABOVE OR BELOW WHICH SAYS "APPLY TO JOB."</p> <p>The acceptance of your application depends on whether you have <b>CLEARLY SHOWN THAT YOU MEET THE REQUIREMENTS</b>. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.</p> <p>A standard County of Los Angeles Employment Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.</p> <p>NOTE: Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents , you may fax the documents to (310) 821-0678 within fifteen (15) days of filing online. Failure to provide the required documentation will result in application rejection. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.</p>
<b>County of Los Angeles Information</b>	<b>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of</b>

**1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Kyle Lent
<b>Department Contact Phone</b>	310-827-0816
<b>Department Contact Email</b>	klent@bh.lacounty.gov
<b>ADA Coordinator Phone</b>	310-823-4287
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	General Government Services/Other
<b>Job Type</b>	Officials and Administrators

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